

# Personnel Issues & You

UPPS Newsletter 2006-5

November 1, 2006

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## Message From the Director:

Happy Fall everyone! Or shall I say winter? It's hard to tell with this crazy weather, although it does match perfectly with our crazy schedules for the upcoming weeks. The Department for Personnel Administration is about to commence on a lengthy schedule of oral demonstrations from vendors who have submitted proposals to help us create and implement the new Kentucky Human Resource Information System (KHRIS). Starting November 14, 2006 through January 2, 2007 much of our management within the department will be participating in these demos. If you need immediate assistance within the Division of Employee Management, please contact my administrative assistant Stephanie Carpenter at 502/564-6464 or by email at [StephanieL.Carpenter@ky.gov](mailto:StephanieL.Carpenter@ky.gov).

In the meantime, I wish you a safe and Happy Thanksgiving.

Thank you!



## Processing & Records

### \* Re-employment Processing:

Just a reminder: When processing a re-employment (A31); the employee is returned with status (B) and is given the annual increment date they had prior to the layoff.

### \*Greenbar Reports to Document Direct:

Effective 11/01/2006 most of our personnel reports previously received via greenbar, will be converted to Document Direct. The conversion of these reports to this program will dramatically cut back the amount of paper used in addition to making the utilization of these reports much more efficient. Rather than using and storing a physical copy you will be able to view, print (if desired) and store reports all in one application. During the month of October we began training individuals who were already receiving these reports. If you are currently receiving personnel reports (not payroll related) via greenbar and were not contacted for training, please contact Stephanie Carpenter at 502/564-6464. Training is also open to anyone else interested in using this program.

Commissioner  
Carla Hawkins  
Department for Personnel  
Administration

Secretary  
Brian J. Crall  
Personnel Cabinet

Director  
Mary Elizabeth Harrod  
Division of Employee  
Management

# Payroll

## \* Clarification- Military Leave:

In Personnel Memo 06-16 dated 08/03/2006, the "Kentucky" National Guard was specifically named as one of the agencies affected by the new military leave policy. This should **not** have specified "Kentucky". It should have read the "National Guard" as one of the affected agencies. Please refer to our website for the revised PM. If you have further questions contact Mary Elizabeth Harrod at 502/564-6464.

## \*Clarification- Personnel Memo 06-23- Voting Leave:

If an employee exercises the right to vote on Election Day and is scheduled to be off using sick or annual leave, their timesheet should be adjusted to reflect **3.5** annual or sick leave hours (**4.0** for 40 hour work week) and **4.0** voting leave hours.

## \*Adverse Weather Update:

Effective **10-01-06** any time **not** made up by employees for adverse weather should have been deducted from their leave balances accordingly. Listed below are agencies with balances that have **not** been deducted. If your agency is listed, please take action to have this cleared immediately.

**31-** 035, 066, 120, 125, 250, 263, 268 and 370.

**53-** 721, 729 and 736

**39-** 079, 130, 758 and 785

**54-** 500, 502, 515, 523 and 527

**50-** 660, 670, 850 and 860

**51-** 415, 531, 540 and 545

**52-** 569, 590, 595, 695, 920 and 930

Thank you!

## Making Corrections to 2006 W-2s.

As year end is approaching, it is not too soon to begin clearing up any problem files. We suggest the following steps to make certain your employees' W-2s for 2006 are correct:

Check the W-2 One-line Error Report (PERW2LN1 on Document Direct). This report will show employees who have potential W-2 errors, with a description of the problem that is triggering the report.

Compare your company's QEHSS, the Social Security Quarterly Report, and your documents (including SAS 27s and Refunds on Payroll) for all adjustments made in 2006. All three sources should concur. This is the best way to make certain every manual transaction you have completed this year is reflected on your employees' W-2s. The easiest way to do this search, if you have a large agency or a large number of documents to check, is to open the QEHSS and do a search for ADJ. For each SAS 27 and Refund on Payroll form updated, you should find an adjustment on the employee's record with ADJ to the left-hand side. Once you have checked all of your ADJs, do a search for 3XX. For each pretax refund and other similar adjustments, you should see 3XX to the left-hand side. This search is most easily done if you have your documents (SAS 27s, ROPs, pretax refund documentation, etc.) in Social Security Number order, as that is the order in which the QEHSS is arranged. When you come to an item (an ADJ or 3XX), you should have a document on hand to support the adjustment, and the item should also show on the Social Security Quarterly Report. If you have any manual documents that are not reflected on the QEHSS, it means you probably did not update it and need to do so. For questions regarding the Social Security Quarterly Report, please contact Connie Eggen or James Driver at 502/564-3259.

## Optional Dental/Vision Carriers Approved for Payroll Deduction:

The Division of Employee Management maintains a listing of all *optional* dental and vision insurance carriers that are approved for payroll deduction. This listing can be accessed by visiting the Personnel Cabinet's website or by clicking on this link: <http://personnel.ky.gov/NR/ronlyres/D17CE9CE-E1E0-43C0-A990-FB99417B0719/0/insco.pdf>

# Current Payroll Schedules for upcoming months:

**\*NOTICE\*** We will run updates on November 8th. The payroll calendar online indicates that there will be no update, but that is incorrect. The calendar will be corrected. Please make note for reference. Thank you.

**\*\* Due to holidays we will update on the 15<sup>th</sup>.**

November 2006						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 OCT 16-31 Manual pay & health ins. update	2 OCT 16-31 Manual pay & health ins. update	3 OCT 16-31 Manual pay & health ins. Update. Last day p1's can be approved for payroll.	4
5	6 OCT 16-31 Manual pay update files go down at 1:00 and remain down. <b>RUN PAYROLL</b>	7 OCT 16-31 No Update	8 OCT 16-31 No Update	9 OCT 16-31 Update/ health ins.	10 OCT 16-31  <b>STATE HOLIDAY VETERAN'S DAY</b>	11
12	13 OCT 16-31 Update/ health ins. Last day p1's can be approved for supp payroll	14 OCT 16-31 Update – files go down at 1:00 & remain down. <b>RUN SUPP PAYROLL</b> Update after supp with p1's only.	15** OCT 16-31 Manual pay & health ins. update  <b>PAYDAY</b>	16 NOV 1-15 Manual pay & health ins. update	17 NOV 1-15 Manual pay & health ins. Update. Last day p1's can be approved for payroll.	18
19	20 NOV 1-15 Manual pay & health ins. Update. Files go down at 1:00 and remain down. <b>RUN PAYROLL</b>	21 NOV 1-15 No update	22 NOV 1-15 Update/ health ins.	23 NOV 1-15  <b>STATE HOLIDAY THANKSGIVING</b>	24 NOV 1-15  <b>STATE HOLIDAY THANKSGIVING</b>	25
26	27 NOV 1-15 Update/ health ins.	28 NOV 1-15 Update/ health ins. Last day p1's can be approved for supp payroll	29 NOV 1-15 Update – files go down at 1:00 & remain down. <b>RUN SUPP PAYROLL</b>	30 NOV 1-15 No Update  <b>PAYDAY</b>		

## Revised: Payroll Schedule for December 2006:

revised December 2006 - Subject to change

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 NOV 16-30 Manual pay & health ins. update	2
3	4 NOV 16-30 Manual pay & health ins. update	5 NOV 16-30 Manual pay & health ins. Update. Last day p1's can be approved for payroll.	6 NOV 16-30 Manual pay update files go down at 1:00 and remain down. <b>RUN PAYROLL</b>	7 NOV 16-30 No Update	8 NOV 16-30 No Update	9
10	11 NOV 16-30 Update/ health ins.	12 NOV 16-30 Update/ health ins.	13 NOV 16-30 Update/ health ins. Last day p1's can be approved for supp payroll	14 NOV 16-30 Update – files go down at 1:00 & remain down. <b>RUN SUPP PAYROLL</b> Update after supp with p1's only.	15 NOV 16-30 Manual pay & health ins. update <b>PAYDAY</b>	16 Manual pay update
17	18 DEC 1-15 Manual pay update files go down at 4:00 and remain down. <b>RUN PAYROLL</b>	19 DEC 1-15 Update/ health ins.	20 DEC 1-15 Update/ health ins. Last day p1's can be approved for supp payroll	21 DEC 1-15 Update – files go down at 1:00 & remain down. <b>RUN SUPP PAYROLL</b> Update after supp with p1's only.	22 DEC 1-15 No Updates <b>PAYDAY</b>	23
24	25 DEC 1-15  <b>STATE HOLIDAY Have a safe and happy holiday CHRISTMAS DAY</b>	26 DEC 1-15  <b>STATE HOLIDAY Have a safe and happy holiday CHRISTMAS</b>	27 DEC 1-15 <b>DO NOT ENTER PAYROLL</b>  Clear old year files	28 DEC 1-15 <b>DO NOT ENTER PAYROLL</b>  Clear old year files	29 DEC 1-15 <b>STATE HOLIDAY</b>  <b>Have a safe and happy new year</b>	30
31						



# Classification & Compensation

**Class Assignments effective 11-01-2006.**

Job Family	JOB GROUP	CLASSIFICATION PRIMARY ASSIGNMENT	CLASSIFICATION SECONDARY ASSIGNMENT	COMPENSATION ASSIGNMENT
1000	SEMI-SKILLED AND MAINTENANCE TRADES GROUP	CARLA GRAY	PEGGY BRADY	DEBBIE PARIDO
1100	SKILLED TRADES GROUP	CARLA GRAY	PEGGY BRADY	DEBBIE PARIDO
1200	ELECTRONICS AND COMMUNICATIONS GROUP	CARLA GRAY	PEGGY BRADY	DEBBIE PARIDO
1300	FOODS AND DIETETIC GROUP	VICKIE HACHEL	PHYLLIS HARRIS	DEBBIE PARIDO
1400	LAUNDRY AND HOUSEKEEPING GROUP	PEGGY BRADY	CARLA GRAY	DEBBIE PARIDO
1500	PARKS AND RECREATION GROUP	VICKIE HACHEL	PHYLLIS HARRIS	DEBBIE PARIDO
1600	PRINTING GROUP	VICKIE HACHEL	PHYLLIS HARRIS	DEBBIE PARIDO
1700	AUTOMOTIVE AND MECHANICAL GROUP	PEGGY BRADY	CARLA GRAY	DEBBIE PARIDO
2000	FISH AND WILDLIFE ENFORCEMENT GROUP	VICKIE HACHEL	PHYLLIS HARRIS	DEBBIE PARIDO
2100	MILITARY AND EMERGENCY PREPAREDNESS GROUP	CARLA GRAY	PEGGY BRADY	DEBBIE PARIDO
2200	CORRECTIONS GROUP	PEGGY BRADY	CARLA GRAY	DEBBIE PARIDO
2300	POLICE PROTECTION GROUP	PEGGY BRADY	CARLA GRAY	DEBBIE PARIDO
2400	AUXILLIARY LAW ENFORCEMENT GROUP	CARLA GRAY	PEGGY BRADY	DEBBIE PARIDO
3000	AGRICULTURAL AND ENVIRONMENTAL GROUP	VICKIE HACHEL	PHYLLIS HARRIS	DEBBIE PARIDO
3100	ENERGY PRODUCTION INSPECTION GROUP	PEGGY BRADY	CARLA GRAY	DEBBIE PARIDO
3200	PERSONAL SAFETY AND INSPECTION GROUP	PHYLLIS HARRIS	JIM LAMBERT	DEBBIE PARIDO
3300	HEALTH INSPECTION GROUP	CARLA GRAY	PEGGY BRADY	DEBBIE PARIDO
3400	FINANCIAL EXAMINATION GROUP	PHYLLIS HARRIS	JIM LAMBERT	DEBBIE PARIDO
3500	INSURANCE REGULATION GROUP	PHYLLIS HARRIS	JIM LAMBERT	DEBBIE PARIDO
3700	INDUSTRIAL COMPENSATION AND INSPECTION GROUP	VICKIE HACHEL	PHYLLIS HARRIS	DEBBIE PARIDO
3800	RACING REGULATORY GROUP	PHYLLIS HARRIS	JIM LAMBERT	DEBBIE PARIDO
4000	HEALTH SCIENCE AND LABORATORY GROUP	VICKIE HACHEL	PHYLLIS HARRIS	DEBBIE PARIDO
4100	AUXILLARY AND MEDICAL THERAPY GROUP	PEGGY BRADY	CARLA GRAY	DEBBIE PARIDO
4200	DENTAL GROUP	CARLA GRAY	PEGGY BRADY	DEBBIE PARIDO
4300	NURSING GROUP	PHYLLIS HARRIS	VICKIE HACHEL	DEBBIE PARIDO
4400	PSYCHOLOGY GROUP	VICKIE HACHEL	PHYLLIS HARRIS	DEBBIE PARIDO
4500	MEDICAL INVESTIGATION GROUP	PHYLLIS HARRIS	JIM LAMBERT	DEBBIE PARIDO
4700	VOCATIONAL REHABILITATION GROUP	VICKIE HACHEL	PHYLLIS HARRIS	DEBBIE PARIDO
5000	LIBRARIES GROUP	CARLA GRAY	PEGGY BRADY	DEBBIE PARIDO
5100	ALLIED EDUCATION GROUP	VICKIE HACHEL	PHYLLIS HARRIS	DEBBIE PARIDO
5200	EDUCATIONAL TELEVISION GROUP	VICKIE HACHEL	PHYLLIS HARRIS	DEBBIE PARIDO
5300	EDUCATIONAL ADMINISTRATIVE GROUP	PEGGY BRADY	CARLA GRAY	DEBBIE PARIDO
6100	EMPLOYMENT SERVICES GROUP	VICKIE HACHEL	PHYLLIS HARRIS	MARK THOMPSON
6200	HUMAN SERVICES GROUP	PHYLLIS HARRIS	VICKIE HACHEL	MARK THOMPSON
6268	PROGRAM INVESTIGATIVE OFFICER II	VICKIE HACHEL	PHYLLIS HARRIS	MARK THOMPSON
6272	PROGRAM INVESTIGATIVE OFFICER I	VICKIE HACHEL	PHYLLIS HARRIS	MARK THOMPSON
6300	PROBATION AND PAROLE GROUP	PEGGY BRADY	CARLA GRAY	MARK THOMPSON
6400	JUVENILE JUSTICE GROUP	PHYLLIS HARRIS	JIM LAMBERT	MARK THOMPSON
6500	PUBLIC ASSISTANCE GROUP	PHYLLIS HARRIS	VICKIE HACHEL	MARK THOMPSON
7000	ENGINEERING AND GEOLOGICAL GROUP	PEGGY BRADY	CARLA GRAY	MARK THOMPSON
7100	AGRICULTURAL AND WILDLIFE SCIENCES GROUP	VICKIE HACHEL	PHYLLIS HARRIS	MARK THOMPSON
7200	FORESTRY GROUP	VICKIE HACHEL	PHYLLIS HARRIS	MARK THOMPSON
7300	INFORMATION MANAGEMENT SYSTEMS GROUP	PHYLLIS HARRIS	VICKIE HACHEL	MARK THOMPSON
8000	RESEARCH AND ANALYSIS GROUP	PEGGY BRADY	CARLA GRAY	MARK THOMPSON
8100	COMMUNICATION AND PROMOTIONS GROUP	VICKIE HACHEL	PHYLLIS HARRIS	MARK THOMPSON
8200	ECONOMIC DEVELOPMENT GROUP	CARLA GRAY	PEGGY BRADY	MARK THOMPSON
8300	PROPERTY GROUP	CARLA GRAY	PEGGY BRADY	MARK THOMPSON
9000	CLERICAL AND OFFICE MACHINE GROUP	PHYLLIS HARRIS	JIM LAMBERT	MARK THOMPSON



## Class Assignments, continued.

Job Family	JOB GROUP	CLASSIFICATION PRIMARY ASSIGNMENT	CLASSIFICATION SECONDARY ASSIGNMENT	COMPENSATION ASSIGNMENT
9100	BOOKKEEPING AND ACCOUNTING GROUP	PHYLLIS HARRIS	VICKIE HACHEL	MARK THOMPSON
9200	PURCHASING AND STORES GROUP	PEGGY BRADY	CARLA GRAY	MARK THOMPSON
9300	PERSONNEL MANAGEMENT & TRAINING GROUP	JIM LAMBERT	JIM LAMBERT	MARK THOMPSON
9400	BUDGET AND MANAGEMENT GROUP	PHYLLIS HARRIS	VICKIE HACHEL	MARK THOMPSON
9500	REVENUE GROUP	PEGGY BRADY	CARLA GRAY	MARK THOMPSON
9600	GENERAL ADMINISTRATION GROUP	PHYLLIS HARRIS	JIM LAMBERT	MARK THOMPSON
9700	INFORMATION MANAGEMENT SUPPORT GROUP	PHYLLIS HARRIS	VICKIE HACHEL	MARK THOMPSON
9800	LAW GROUP	VICKIE HACHEL	PHYLLIS HARRIS	DEBBIE PARIDO
9900	UNCLASSIFIED SERVICE GROUP	DEBBIE PARIDO	JIM LAMBERT	DEBBIE PARIDO
	PERSONNEL CABINET ACTIONS (ALL TITLE CODES)	JIM LAMBERT	PHYLLIS HARRIS (CLASSIFIED) DEBBIE PARIDO (UNCLASSIFIED)	DEBBIE PARIDO

## Agency Assignments (for Reorganization Purposes) effective 10-01-2006.

Peggy Brady: (x223)	-Transportation Cabinet -Boards & Commissions	Carla Gray: (x225)	-Economic Development Cabinet -Education Cabinet -Governor's Office for Local Development
Phyllis Harris: (x227)	-Health & Family Services Cabinet -Finance & Administration Cabinet -Commonwealth Office of Technology -Kentucky Retirement System		-Department of Veterans' Affairs -Department for Military Affairs -KY Higher Education Assistance Authority
Vickie Hatchel: (x224)	-Commerce Cabinet -Environmental & Public Protection Cabinet -Office of the Attorney General -Auditor of Public Accounts -Secretary of State's Office -Treasurer's Office	Jim Lambert: (x222)	-Justice & Public Safety Cabinet

**CONTACT US AT: 502/573-0318**



# PERSONNEL CABINET TELEPHONE LISTING, NOVEMBER, 2006

## OFFICE OF THE SECRETARY, SUITE 516, (4-7430)

Secretary Brian J. Crall  
Deputy Sec. Wayne Harman, x 4003  
Amy Andrews, x 4060  
Sonja Cox, x 4011  
Amanda Reid, x 4010

## OFFICE OF ADMINISTRATIVE SERVICES EXEC DIRECTOR'S OFFICE (4-7430)

Burr Lawson, x 4008  
Suzette Gashi, 4-7409, x 4024  
Scott McKenzie, 4-0198, x 4037  
Vacant, x 4186  
Walt Gaffield, 4-7409, x 4021  
Rachel Jackson, 4-7409, x 4025  
Susan Lynn, 4-7409, x 4022  
Elinda Manley, 4-7409, x 4023

## OFFICE OF LEGAL SERVICES

EXEC DIRECTOR'S OFFICE (4-7430)  
RM 501 (4-0358)  
Tom Stephens, x 4004  
Sue Britton, x 4020  
Vacant, x 4088  
Anne Burnham, x 4078  
Joe Cowles, x 4081  
Vacant x 4005, 4006, 4237

## OFFICE FOR EMPLOYEE RELATIONS EXEC DIRECTOR'S OFFICE, SUITE 511 (4-7911)

Robert Schmidt, x 4087  
Mary Hook, x 4093  
Clyda Henderson, x 4086  
Scott Gasser, x 4100  
Lee Cowherd x 4090

## DIVISION OF EMPLOYEE BENEFITS

DIRECTOR'S OFFICE  
SUITE 511 (4-3433)  
Bill Patrick, x 4104  
LIFE INSURANCE  
ROOM 503 (4-4774) 800-267-8352  
Sharon Spencer, x 4111  
Gaye Adcock, x 4105  
Michele Ellis, x 4106  
Melinda Giles, x 4184  
Joe Hughes, x 4107  
Jeri Payton, x 4109  
Kim Quinn, x 4110  
Scan Room, x 4108  
WORKERS COMPENSATION  
SUITE 511 (4-6847) 888-860-0302  
Jeffrey Hockensmith, x 4097  
Matthew Hutcherson, x 4095  
Valerie McGraph, x 4098  
Paula Spicer, x 4103  
Melissa Tillman, x 4096  
Vacant, x 4099

## RETURN TO WORK (4-0348)

Donna Shelton, x 4101  
Vickie Smitha, x 4102

## DIVISION OF EMPLOYEE SERVICES & RECOGNITION DIRECTOR'S OFFICE, SUITE 511 (4-3433), 866-725-5463

Darlene Stewart, x 4094  
EMP ASSISTANCE  
BUSH BLDG (4-5788)  
800-445-5327  
Mary Jane Cowherd, x 222  
Doug Crowe, x  
Trina Jennings, x 223  
Rebecca Waddle, x 221  
Vacant, x 224, 225  
WORKPLACE RELATIONS  
Linda House Patrick, x 4092  
Tina Goodmann, x 4188  
EMPLOYEE RECOGNITION  
Debbie Bohannon, x 4000  
Mandi Flynn, x 4089

## OFFICE FOR EMPLOYEE & ORGANIZATIONAL DEVELOPMENT @ Kentucky State University, 400 East Main Street Academic Services Bldg - 4 W, Frankfort, KY 40601 Main Number: 502/564-8170 or 564-7455

EXEC DIR'S OFFICE  
Penny Armstrong, x 240  
Esteve Caise Draggis, x 224  
David Finley, x 256  
Kambe Lattimore, x 257  
Jamille Smith, x 238  
Wes Swarner, x 227  
ADMINISTRATIVE,  
CONSULTING & LEARNING  
SERVICES  
Jeanne Olivas, x 243  
Bob Berry, x 236  
Kimberly Bynes, x 245  
Wendy Campbell, x 235  
Katy Cave, x 253  
Stan Riley, x 237  
Jon Samokar, x 254  
Donna Simpson, x 223  
PERFORMANCE MGMT  
(564-3090)  
Johnny Keene, x 225  
Regina Edington, x 259  
Regina Gravitt, x 260  
Vacant x 221, 233, 234, 239, 241,  
242, 247

## OFFICE OF COMMUNICATIONS

EXEC DIRECTOR'S OFFICE (4-7430)  
Lori Aragon-Takahashi, x 4007  
Keyana Best, x 4009

## OFFICE OF HUMAN RESOURCE PLANNING & DIVERSITY INITIATIVES

EXEC DIRECTOR'S OFFICE (573-0321)  
Mary Stoddard, x 234  
Neeka Parks Thompson, x 240  
Colene Elridge, x 241  
Amy Ernest, x 236  
Bruce Trent, x 230

## DIVISION OF WORKFORCE ANALYTICS

Arthur Lucas, x 229

## DIVISION OF DIVERSITY RELATIONS

Vacant, x 235

## KY PUBLIC EMPLOYEES DEFERRED COMP AUTHORITY 105 SEA HERO ROAD, SUITE 1 (573-7925) 800-542-2667

[persdeferredcomp@ky.gov](mailto:persdeferredcomp@ky.gov)

EXEC DIR'S OFFICE  
Robert C. Brown  
Pat Goodlett  
Chris Helvey  
NEAL LANHAM  
Claudia Morton  
Connie Smith  
INVESTMENT & RECORDS  
Sandi Whitaker  
Leanne Barger  
Diane Collins  
Amanda Hansel  
Barbara Hedrick  
Amy Mosby  
Jody Overturf  
Susan Pardi

## PAYOUT COUNSELING

Eric Simpson  
Julie Gordon  
Julia Holbrook  
Kelley Peach  
April Smyth  
Kristey Warfield

## PARTICIPANT SERVICES

Jean Henning  
Floyd Boler  
Nida Clary  
Carol Smith  
Kathy Stroop  
Donna Towles

## DEPARTMENT FOR PERSONNEL ADMINISTRATION COMMISSIONER'S OFFICE, ROOM 530 (4-2428 or 4-7571)

Carla Hawkins, x 4114  
Barbara Barnes, 4-6873, x 4228  
Michele Casebier, x 4113

## SYSTEMS MANAGEMENT (ROOM 529, 4-0198)

Lisa Rowe, x 4032  
Brad Atkinson, x 4027  
George Gamble, x 4030  
Travis Humphries, x 4031  
Vacant x 4028, 4029, 4037, 4189  
James Ross, x 4036  
Susan Stinnett, x 4033  
Jeff Swinford, x 4034  
Beverly Wilhoite, x 4035  
Computer Room, x 4040, 4041, 4042,  
4043, 4181

## DIVISION OF EMPLOYEE MANAGEMENT

DIRECTOR'S OFFICE, ROOM 533 (4-6464 OR 4-6484)

Mary Elizabeth Harrod, x 4115  
Stephanie Carpenter, x 4116  
Myrissa Patton, x 4226

## PROCESSING & RECORDS ROOM 531 (4-6873)

Carolyn Bruce, x 4126  
Pam Brookman, x 4127  
Lisa Case, x 4133  
Sandra Darneal, x 4129  
Dena McGuire, x 4131  
Mike Rice, x 4130  
Paula Round, x 4128

## CLASS & COMP 801 TETON TR (573-0318)

Jim Lambert, x 222  
Peggy Brady, x 223  
Carla Gray, x 225  
Phyllis Harris, x 227  
Vickie Hatchel, x 224  
Debbie Parido, x 232  
Melinda Sanford, x 242  
Terry Sullivan, x 237  
Mark Thompson, x 226  
Vacant x 228, 229, 233

## PAYROLL, ROOM 535

(4-6883)  
Carol Kellen, x 4120  
Karen Blackburn, x 4122  
Gail Cooper, x 4125  
Shannan Goodrich, x 4118  
Greg McGaughey, x 4185  
Yvonne Richmond, x 4121  
Vacant x 4119, 4124

## DIVISION OF STAFFING SERVICES

DIRECTOR'S OFFICE, SUITE 517 (4-6920)

Georgianne Reynolds, x 4180  
Rebecca Billings, x 4135  
Mary Greenwell, x 4134  
APPLICANT PROCESSING  
(4-8030)  
Denise Jones, x 4139  
Ashley Dezarn, x 4141  
Denise Driver, x 4138  
Sharon Savage, x 4137  
Becky Schell, x 4141  
Amanda Sewell, x 4142  
Robin Smith, x 4140  
Flo Warner, x 4157  
Theresa Wood, x 4182  
Dorothy Burton (Staffing Services  
Receptionist), x 4013  
Vacant x 4136  
EMPLOYMENT COUNSELING  
(4-8030)  
Karen Neeley, x 4153  
Shona Alderson, x 4145  
Claude Anderson, x 4158  
Scotty Barker, x 4146  
Linda Brown, x 4150  
Rick Davis, x 4148  
Carolyn Gray, x 4147  
Galep Linville, x 4154  
Marilyn Marshall, x 4151  
James Mason, x 4152  
Rose Nipp, x 4155  
Tracy Young, x 4156

## STAFFING ANALYSIS (4-6702)

Marina Alford, x 4169  
Kim Arington, x 4173  
Katharine Barber, x 4170  
Stuart Clark, x 4171  
Roger Riddell, x 4175  
Kevin Shipp, x 4174  
Peggy Smith, x 4176  
Vacant x 4143, 4149, 4177, 4178,  
4179, 4221

## REGISTER (4-6922)

Kay Wallace, x 4167  
Roberta Brownlee, x 4160  
Cheri Chambers, x 4165  
Sharen Fogle, x 4163  
Kay Goodwin, x 4164  
Sharon Smither, x 4166  
Lucy Wheeler, x 4168  
Vacant, x 4162, 4159, 4144

## DIVISION OF HUMAN RESOURCE PROJECTS 150 FAIR OAKS LANE (4-4690)

DIRECTOR'S OFFICE  
Brenda Brown, x 4172  
Randy Denney, x 4117  
HRIS PROJECT  
Kathy Doyle, x 4201  
Marcus Deaton, x 4203  
Latonia Dooley, x 4200  
Dera Lindsay, x 4218  
Beth Rangel, x 4216  
David White, x 4217  
SPECIAL PROJECTS  
Kimberly Roush, x 4212  
Tonya Brown, x 4208  
Kimberly Hatter, x 4194  
Lisa Jeffrey, x 4213  
Robbie Perkins, x 4210  
Neil Popplewell, x 4214  
Vacant, x 4199, 4205  
Richard Gee, x 4132  
Randy Meek, x 4196  
Connie Page, x 4215  
Mitt Salvaggio, x 4198  
Glen Tuggle, x 4197

## DEPARTMENT FOR EMPLOYEE INSURANCE COMMISSIONER'S OFFICE, ROOM 501 (4-0358)

Christine Wilcoxson, x 4047  
Eric Poston, x 4048  
Sharley Hughes, x 4049  
Betsy Johnson, x 4073  
Sandy Martin, x 4063  
Tammy McNew, x 4051  
Wellness Works Kentucky  
(4-0358)  
Christy Brooks, x 4046

## DIVISION OF INSURANCE ADMINISTRATION

DIRECTOR'S OFFICE, ROOM 503 (4-0358)

Reina Diaz-Dempsey, x 4074  
Cindy Dempsey, x 4052  
Jerry Jones, x 4057  
MEMBER SERVICES  
ROOM 502 (4-6534)  
888-581-8834  
Donna Cordier, x 4075  
Christie Burkhead, x 4236  
Sharon Gilbert, x 4234  
Merla Graves, x 4050  
Mae Green, x 4061  
Clara Serafini, x 4233  
Sandra Shelton, x 4044  
Hannah Stanfield, x 4059  
ENROLLMENT INFORMATION  
ROOM 503 (4-1205)  
Nancy Knight, x 4076  
Sherry Davis, x 4235  
Nancy Harp, x 4077  
Julia Hughes, x 4072  
Lynn Jones, x 4082  
Mamatha Kotha, x 4183  
Philip Luckett, Sr., x 4080  
Teresa Shipley, x 4084  
Jeffrey Wiley, x 4067  
Christina Winans, x 4085  
Scan Room, x 4079  
Vacant x, 4072, 4232

## DIVISION OF FINANCIAL & DATA SERVICES DATA ANALYSIS

(4-7101)  
Chandra Venetozzi, x 4070  
Paula Chisholm, x 4190  
Bob Murphy, x  
Cindy Stivers, x 4053  
Vacant, x 4069, 4239

## FINANCIAL MANAGEMENT (4-9097)

Cindy Thomas, x 4002  
Lori Elder, x 4065  
Debbie Fraley, x 4231  
Beth Gebhart, x 4056  
Sabrena Hockensmith, x 4230  
Lea Howard, x 4066  
Lisa Momenpour, x 4055  
Shellie Ott, x 4062  
Alexa Perry, x 4187  
Brenda Roark, x 4071  
Jonathan Smith, x 4054  
Irma Turner, x 4068  
Brenda Wilson, x 4058



**PERSONNEL CABINET TELEPHONE LISTING, NOVEMBER, 2006**

Class & Comp (Teton Trail) .....	FAX 573-0324
Deferred Comp .....	FAX 573-4494
Employee Insurance (Room 501).....	FAX 564-5826
Employee Management (Dir's Office).....	FAX 564-1823
Employee Relations (Suite 511).....	FAX 564-4311
Employee & Organizational Development (KSU) .....	FAX 564-2732 or 564- 8056
Financial Management.....	FAX 564-0715
Health Insurance (Room 503).....	FAX 564-1085
KHRIS Projects.....	FAX 564-1507
KEAP (Bush Building) .....	FAX 564-5189
Life Insurance (Room 503) .....	FAX 564-4034
Member Services Branch (Suite 502).....	FAX 564-0364
Personnel Administration (Rm 530).....	FAX 564-9249
Processing & Payroll (Rm 535) .....	FAX 564-5278
Performance Mgmt (KSU).....	FAX 564-2675
Secretary's Office (Rm 516) .....	FAX 564-7603
Staffing Services (Director's Office).....	FAX 564-3588 or 564-5251
Staffing Services (Register) .....	FAX 564-5414
Staffing Services (Emp. Counseling).....	FAX 564-0512
Systems Management (Room 529).....	FAX 564-2274
Workers Comp (Suite 511) .....	FAX 564-9119
William Hartley, Security Officer.....	564-2101, x 4262
Frankfort Police Department.....	502-875-8582
Frankfort City Emergency (Ambulance, Fire & Police) .....	911 or 502-875-8500
Kentucky State Police (Frankfort Post) .....	502-227-2221 or 800-222-5555
IDMS.....	564-0198, x 4038
State Operator .....	564-3130
Personnel Answer Line .....	564-8339 or 866-725-5463
Quick Copy .....	564-2670
Small Conference Room 506 .....	Handset x 4014
Large Conference Room 508 .....	Handset x 4016
Conference Room – DEI.....	Handset x 4187, Speaker phone x 2019
Conference Room – Teton Trail .....	573-0318, x 238
Copier – Teton Trail.....	573-0318, x 244
File Room – Teton Trail.....	573-0318, x 243
Phone Room – Teton Trail.....	573-0318, x 255
Training Room – Teton Trail.....	573-0318, x 256
Janitorial Staff – 200 Fair Oaks .....	564-7409, x 4039